

VENDOR APPLICATION



Wednesday, July 11 – Sunday, July 22, 2018

Paseo De Susana, Hagåtña

VENDOR APPLICATION

Contact Name: _____

Organization / Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

Alternate Phone: _____ Fax: _____

Email: _____

Describe items for sale: *(for meal plates, specify cuisine type, attach a separate sheet if more space needed)* _____

Assigned booth includes (1) one power outlet and overhead lighting.

Brief description of equipment and amount of amps / volts (Attach a separate sheet if more space is needed): _____

HOLD HARMLESS AGREEMENT

We agree to assume all risks and injuries arising out of or resulting from the use and participation in the 2018 Guam Liberation Festival (LIBERATION CARNIVAL), its location, its facilities, and / or properties located on site. We also agree to make no claim whatsoever for injuries and to hold harmless the LIBERATION CARNIVAL, its members, agents, representatives, or employees, arising as of or resulting from the use of any of the buildings grounds, real property, or personal property located at the fair site. Furthermore, we shall assume responsibility for the damages sustained to the equipment, grounds, furniture and facilities resulting from the use of such and/or occupancy of said premises. No refunds in case of inclement weather, acts of nature or restrictions by government agencies amend or cancel this even, over which the LIBERATION CARNIVAL has no control.

Authorized Signature & Title

Date

1. DATES, TIMES AND LOCATION

Wednesday, July 11 – Thursday, July 19, 2018 | 5 pm – 9 pm
Friday, July 20 - Saturday, July 21, 2018 | 5 pm – 11 pm
Sunday, July 22, 2018 | 5 pm – 9 pm
Paseo De Susana, Hagåtña
Senator Antonio M. Palomo Guam Museum & Chamorro Educational Facility

2. BOOTH INFORMATION

Booths: (1) One full 16 ft. x 24 ft. concrete hut **–OR–**
(1) One shared 16 ft. x 24 ft. concrete hut
*(2) Two vendors max per concrete hut
Trash Deposit: \$100

CATEGORY APPLICATION FEE *Circle one category* (See category description under CATEGORY FEES)

CAHA Artists:-----	\$250
Contemporary Arts:-----	\$350
Made in Guam:-----	\$350
Confectionery, Snacks, Fresh Juices:-----	\$600 (1 booth limit)
Meal Plates:-----	\$600 (1 booth limit)
Food Trucks:-----	\$350
Commercial:-----	\$600
Game Vendor:-----	\$600
Produce:-----	\$250
Livestock:-----	\$150 Exhibitor or \$200 Vendor
Plants:-----	\$600

Trash Deposit: _____ (separate check)

Category Fee: _____

GFD Assembly Permit Fee: _____

Total: _____

**All booths must be operational and staffed throughout the entire event.
NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY
BREAKDOWNS, NO EXCEPTIONS.**

Submit your completed application with the booth fee and trash deposit to:
Guam Visitors Bureau
401 Pale San Vitores Road, Tumon, Guam 96913
646-5278

3. ELECTRICITY

- All booths will be provided with (1) one electrical outlet.

4. FOOD BOOTH REQUIREMENTS

- Water dispenser and soap and catch basin for washing
- A drip pan with non-flammable absorbent for BBQ
- Fire extinguisher (minimum 10 pounds) in the booth
- Only certified food handlers are allowed in the food booth
- Food trucks are not provided canopies and must be self-contained
- **A representative must attend a mandatory meeting for all food booth applicants**

5. BOOTH REGULATION

Booth decorations are encouraged and should reflect the ethnic heritage represented. (Do not permanently alter the canopy tops or poles, i.e. puncture, stain, discolor, etc.) Authentic and ethnic dress by booth participants is encouraged.

The booth sign or banner displayed shall be of the organization / business name on the application. Signs acknowledging sponsoring organizations are permitted in the booth. A food booth utilizing the services or products of a for-profit organization, i.e. commercial vendor, etc. may display a sign or banner advertising that for-profit organization.

6. GENERAL PERMITS

- a. All Guam resident booth applicants (except registered non-profit organizations) that have items for sale must have a Government of Guam business license (temporary) and a concession booth permit from the Guam Fire Department.
- b. Any item imported under the Guam Product Seal program must be labeled with place of manufacturer and present a permit.
- c. All booth applicants that are handling food for sale (with the exception of unprocessed fruits and vegetables) must have a Government of Guam sanitary permit and each staff member must have a health certificate.
- d. All vendors are responsible for obtaining the required government permits, certificates and/or licenses to participate as a vendor in LIBERATION CARNIVAL.
- e. All vendors must adhere to Public Health, Safety and Fire requirements in accordance to their participation as a vendor in LIBERATION CARNIVAL. Requirements can be clarified with agency personnel at GovGuam OneStop Center.

7. BOOTH CONSIDERATION

The Booth Committee will only consider applications with the following completed:

- Completed Booth Application and Hold Harmless Agreement with required signatures.
- One self-addressed, stamped business size envelope
- Complete list of menu items and prices.
- Booths are limited, only (1) one category for each vendor.
- Your application will be reviewed and you will be notified if you were selected.

8. RULES

- Space is limited and location assignment is at the sole discretion of the LIBERATION CARNIVAL Committee.
- Sub-leasing or sharing of assigned vendor space is prohibited.
- Each vendor will provide their own tables and chairs and should have no more than four tables and four chairs for each booth.
- No vehicles will be allowed on fairgrounds without passes for loading and unloading.
- Only approved items may be displayed and sold at the event. Violators are subject to closure during the event or exclusion.
- No displays or equipment allowed outside booth. All display items and equipment must be inside the assigned vendor booth area only.
- Vendors are responsible for disposal of trash from the booth. Recycling is encouraged. Please separate trash and use assigned bins.
- Please support the sponsors and vendors of the event. No outside food or beverages are allowed.

BOOTH APPLICATION DEADLINE IS JUNE 25, 2018

Checks returned by bank to GVB will be assessed a \$50.00 fee and may change your booth status and/or assignment (no exceptions). Applications might not be considered if received past the deadline or if the fair is sold out.

9. SET UP, CHECK OUT AND CLEAN UP

Booths will be ready for vendor set up from 10 AM to 9 PM on Tuesday, July 10, 2018. Cars and trucks may be used. Vehicles will be allowed to drop off equipment and once completed; all vehicles must exit the vendor area. All booths are to be set up and ready for operation at 5 PM on July 11 – 22, 2018. Set up on carnival days **start at 1 PM**.

10. CHECK OUT

Final breakdown of booths begins at 9 AM and must be vacated no later than 11 AM on Monday, July 23rd. All items are to be removed and each vendor must check out with LIBERATION CARNIVAL. A final inspection of your area will be done and determination will be made at this time whether or not the check-out process is complete. **All vendors must complete the check-out process.**

CATEGORY FEES

CAHA Artists: ----- \$250

Guam artists must be registered with the Guam Council of Arts and Humanities Agency. All other artists must be registered with an authenticating arts agency in their respective island nation. Exhibitors in this category must exhibit, demonstrate and/or sell traditional arts and crafts items made in Guam (e.g. wood carving, blacksmith, basket-weaving, etc.)

CONTEMPORARY ARTS: ----- \$350

Exhibitors in this category must exhibit and/or sell arts and crafts that are at least 50% or more handmade by artists/craftsperson or the region (e.g. doll-making, etc.). The division is intended for nontraditional artists who personally create their pieces. Local products must meet Guam Product Seal Requirements.

MADE IN GUAM: ----- \$350

Exhibitors in this category must display and/or sell items that have at least 50% value added on Guam (and must be registered with the Guam Product Seal program).

CONFECTIONERY, SNACKS, FRESH JUICES: ----- \$600

Includes the sale of single food items (maximum of five items only). No canned or bottled beverages.

MEAL PLATES: ----- \$600

Includes the sale of food plates that contain one or more food items of cuisine specified in application. No canned or bottled beverages.

FOOD TRUCKS: ----- \$350

Must be self-sufficient. Must have peddler's license. No canned or bottled beverages. Canopies will not be provided for food trucks.

COMMERCIAL: ----- \$600

This category covers sale of any items outside of the arts (traditional and contemporary) and made in Guam category and any vendor outside of Guam.

GAME VENDOR: ----- \$600

This category covers sale of any items outside of the arts (traditional and contemporary) and made in Guam category and any vendor outside of Guam.

PRODUCE: ----- \$250

Sale of any agriculture product grown in Guam

LIVESTOCK: ----- \$150 Exhibitor or \$200 Vendor

\$150 Exhibitor: Includes not-for-sale exhibition of livestock

\$200 Vendor: Includes any livestock that charges a petting or animal ride fee

PLANTS: ----- \$600

Includes display and sale of plants.